

7 July 1964

STAT

MEMORANDUM FOR:

**FAC Members
Miss Barbara Jaffe**

**SUBJECT: Proposed Outline of Consultation
with ISD--The Week of 13 July 1964**

**Monday Morning
13 July**

**9:30 Miss Jaffe to meet with Mrs. Gray of Mr. Brown's office,
Federal Supply, PBS.**

**Monday Afternoon
13 July**

**2:30 Meeting in the office of the Chairman, FAC to consult on
subject of bulletin boards, posters, and exhibits--including
use of and changes in bulletin boards in elevator lobbies,
easels for announcements at entrances and elsewhere,
security posters in offices and corridors, bulletin boards
inside offices, calendars, etc. In addition to the addressees
of this memorandum, people from Personnel or other areas
of DDS and originators of poster displays should be invited.**

**4:00 Consultation on location and design of a major exhibit area,
including Mr. Pforzheimer display case for rare intelligence
materials. Mr. Pforzheimer should be present and others
as may be desired from the DDS.**

Tuesday

14 July

and

Wednesday Morning

15 July

Miss Jaffe will be occupied in the supervision of the hanging of the map.

Wednesday Afternoon

(Chairman's office)

15 July

3:00 Consultation on standards for executive, secretarial, and other furniture. Specific areas to be discussed:

- a. DDCI Suite
- b. DDS&T Suite
- c. DDI Conference Room and Suite
- d. Mr. Becker's Suite
- e. Reception areas and lunch rooms
in Cable Secretariat and
Signal Center
- f. Benches for corridors and lobbies
in front of cafeteria
- g. Sit-down cafeteria on the first floor
- h. Other areas may be suggested

It is recognized that this subject applies to some of the work orders which are now in development and of which ISD has been informally advised. These are:

- a. Cable Secretariat
- b. Recommendations for the All-Source
Center
- c. Main Reception Room
- d. Main lobbies
- e. Communications Center

- f. North and South Cafeteria lobbies
- g. Sit-down dining room on the first floor
- h. Medical Center
- i. Security Reception area

It is not anticipated that Miss Jaffe will have final recommendations on these but rather than she may wish to discuss her thinking on these matters as well as the application of furniture to them.

Carpeting

N.B. It is anticipated that this discussion may have to be continued on Friday afternoon, 17 July.

Thursday
16 July

Either on this day or at other times as Miss Jaffe finds time, she will review work accomplished or in progress since her last visit.

- a. Cable Secretariat
- b. Signal Center
- c. Walls Painted Gray and White
- d. Doors
- e. Floaters in the Hall
- f. Pictures with the New Frames
[redacted] office)
- g. Vinyl Wall Covering
- h. Kick Plates
- i. Show Tidwell Suite
- j. Decision on Directors' and Presidents' Pictures

Friday Afternoon
17 July

2:30 A clean-up session to finish discussion on any of the above items prior to Miss Jaffe's departure with a report to Mr. Kirkpatrick if by that time it seems desirable.



Chairman. FAC

TRANSMITTAL SLIP		DATE 9 July 64
TO: <input type="text"/>		
ROOM NO. 2E24	BUILDING Hqs.	
REMARKS: <p>George:</p> <p><input type="text"/> and I met with <input type="text"/> yesterday. We agreed that you and I should follow all of the progress regarding the attached. We also agreed for the 13 July session at 2:30 p. m., we should have <input type="text"/> a representative from the Office of Security, and <input type="text"/> from Personnel there. I will notify <input type="text"/></p>		
FROM: Special Planning Assistant to the DD/S		
ROOM NO. 7D18	BUILDING Hqs.	EXTENSION <input type="text"/>

FORM NO. 36-8

REPLACES FORM 36-8

☆ GPO : 1957-O-439445

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